



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

April 11, 2014

To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

## QUARTERLY UPDATE ON THE IMPROVEMENTS TO THE COUNTY CONTRACTING PROCESS

The Chief Executive Office (CEO) is continuing on a countywide project to develop a Countywide Contract Management System (CCMS). This memo briefly summarizes efforts that occurred on the project during the first quarter of 2014.

### Project Scope

The CEO, County Counsel, Auditor-Controller (A-C), Internal Services Department (ISD), and other County departments have been working on the development and implementation of the CCMS project. The scope and overall design of CCMS has been focused in the below areas:

1. Contract solicitation and award document creation, workflow and maintenance (Case Management System [CMS]);
2. Standardizing the County's standard terms and conditions; and
3. Creation of a contract document repository (Contract Library System [CLS]).

### Project Status

In February 2014, the A-C and ISD moved the Contract Library System (CLS) component of the Contract Management System into production and began the pilot project by working with ISD, Parks and Recreation and Community and Senior Services (CSS) to begin using the new application.

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only**

Each Supervisor  
April 11, 2014  
Page 2

The focus has been in five contractual areas:

- Countywide model contract documents maintained by ISD;
- ISD's Contract for Escalator / Elevator Services;
- A Proposition "A" landscape contract for Parks and Recreation;
- A CSS contract amendments for Workforce Investment Act (WIA) agencies, and
- CSS model contract documents.

In order to accomplish these tasks, the three departments are using the system to develop standard clauses, outlines and templates for use by other parts of the CMS application. Each of the activities will establish solicitation cases in CMS to manage the solicitation.

The target is to bring ISD, Parks and Recreation, and CSS WIA contract amendments to the Board of Supervisors for review and approval during the second quarter of FY 2014-15.

#### **Next Steps**

The second stage of CMS enhancements is targeted for implementation in the second quarter of FY 2014-15. These enhancements will provide the interface between the CMS and the Vendor Self Service enterprise application for the receipt of electronic bid responses from contractors.

In addition, ISD is in the process of planning a phased implementation approach beginning with county departments that will be soliciting Proposition "A" service contracts in FY 2014-15.

The next quarterly status update on this project will be provided in July, 2014. If you have any questions or need additional information, please contact Scott Wiles of my staff at (213) 893-1246.

WTF:SHK:SAW:ef

Attachment

c:     Executive Office, Board of Supervisors  
       County Counsel  
       Auditor-Controller  
       Community and Senior Services  
       Health Services  
       Internal Services

# Countywide Contract Management System (CCMS)

## CONTRACT SOLICITATION AND AWARD DOCUMENT CREATION, WORKFLOW AND MAINTENANCE (CASE MANAGEMENT SYSTEM (CMS))

### Parks & Recreation (Castaic Lake Recreation Area Park Maintenance RFP)

TASK	START	END	FY 13-14 Q3				FY 13-14 Q4			
Parks provided sample solicitation for review	02/01/14	02/13/14								
Parks sample contract compared to County models	02/14/14	03/04/14								
ISD and Parks met to discuss standardization of Parks solicitation	03/06/14	03/06/14								
Parks developing new template consistent with County model solicitation	03/10/14	04/11/14								
ISD and Parks to meet to discuss next steps (classification of provisions, project plan)	04/10/14	04/10/14								
Develop folder structure and content in CLS	04/21/14	04/30/14								
Provide training to Parks staff on CLS/CMS	05/01/14	05/08/14								
Parks to develop department template in CLS/CMS	05/01/14	05/22/14								
RFP approved by department and County Counsel	05/22/14	05/29/14								
Solicitation released	06/02/14	06/02/14								

### Elevator/Escalator Case Management System (CMS)

TASKS	PROGRESS
Created case for ISD's Elevator/Escalator solicitation	86% COMPLETED
Uploaded RFSQ, project timetable and vendor list	
Defined the applicable work team and assigned roles for the process	
Tested calendar functionality to manage milestone dates	
Completed the vendor table	
Uploaded 2 vendor SOQ's	
Uploaded adopted Board letter & MA's	14% PENDING

## CREATION OF A CONTRACT DOCUMENT REPOSITORY

### Contract Library System (CLS)

TASKS	PROGRESS
RFP model (solicitation, sample contract, SOW, exhibits) formatted into 203 word files to meet the criteria for CLS	75% COMPLETED
Each word file identified by given a long and short name	
Word files were submitted to ISD's IT section to be uploaded to CLS	
Currently formatting IFB and RFSQ solicitation documents	25% PENDING

## STANDARDIZING THE COUNTY'S STANDARD TERMS AND CONDITIONS

### Current Prop A Contracts

CONTRACTS

**218**

DEPARTMENTS

**17**

### FY 13-14

**Q3**

PILOT

project development and implementation team

- ISD
- Auditor-Controller
- County Counsel
- Community and Senior Services

**Q4**

- Parks and Recreation to pilot Prop A solicitation
- Proposition A solicitation to be release by June 2014

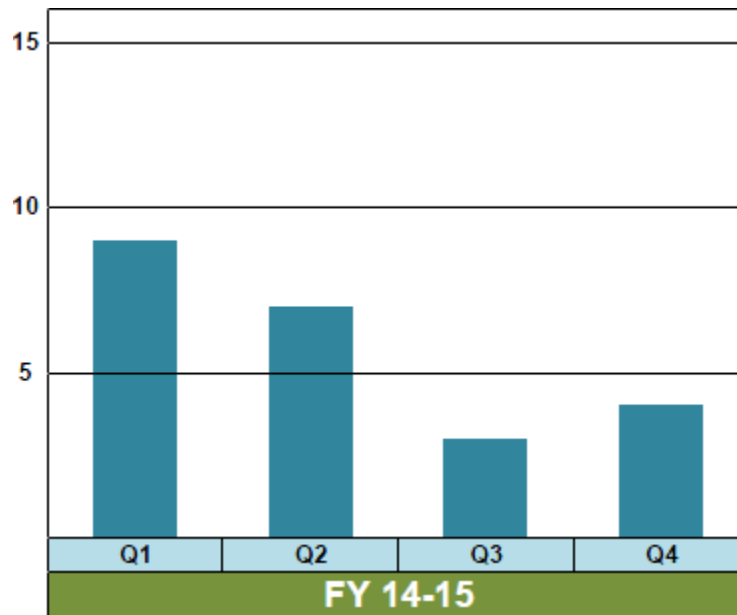
### FY 14-15

#### **Remaining Departments**

with Prop A contracts to be released in FY14-15

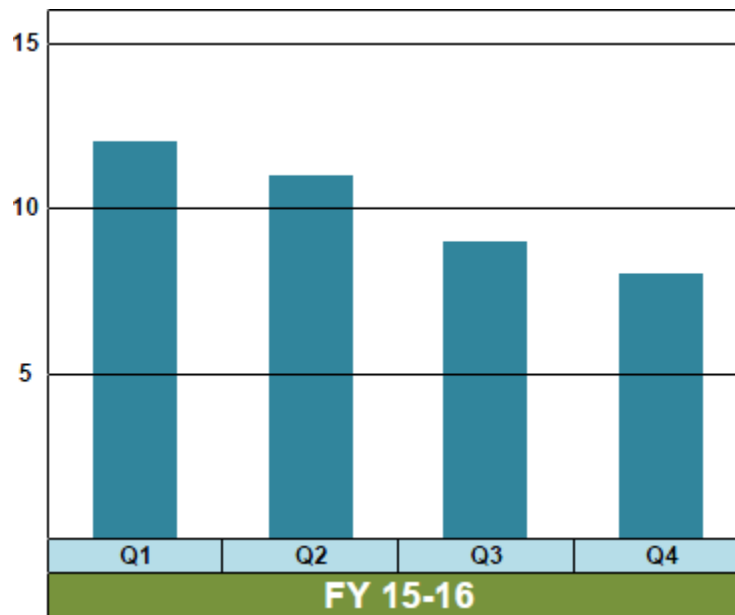
## Solicitation of departmental Proposition A contracts

	FY 14-15			
	Q1	Q2	Q3	Q4
Arts Commission		1		
Beaches and Harbors	1			
Chief Executive Office		2		
Child Support Services				
Children and Family Services	1			
Coroner				
Fire Department				
Health Services	1			
Internal Services				
Parks and Recreation	1	3	1	2
Probation				
Public Health				
Public Library		1		
Public Social Services	1			
Public Works	1		1	2
Sheriff	3		1	
Treasury and Tax Collector				
<b>Total</b>	<b>9</b>	<b>7</b>	<b>3</b>	<b>4</b>



## Solicitation of departmental Proposition A contracts

	FY 15-16			
	Q1	Q2	Q3	Q4
Arts Commission				
Beaches and Harbors			1	1
Chief Executive Office				
Child Support Services				
Children and Family Services				
Coroner				
Fire Department				
Health Services	1	1	1	1
Internal Services			1	
Parks and Recreation	2	1	1	
Probation				
Public Health		1		
Public Library		2		
Public Social Services		1		
Public Works	9	5	5	3
Sheriff				
Treasury and Tax Collector				
<b>Total</b>	<b>12</b>	<b>11</b>	<b>9</b>	<b>5</b>



# Training

## 2½ DAY CONTRACTS TRAINING

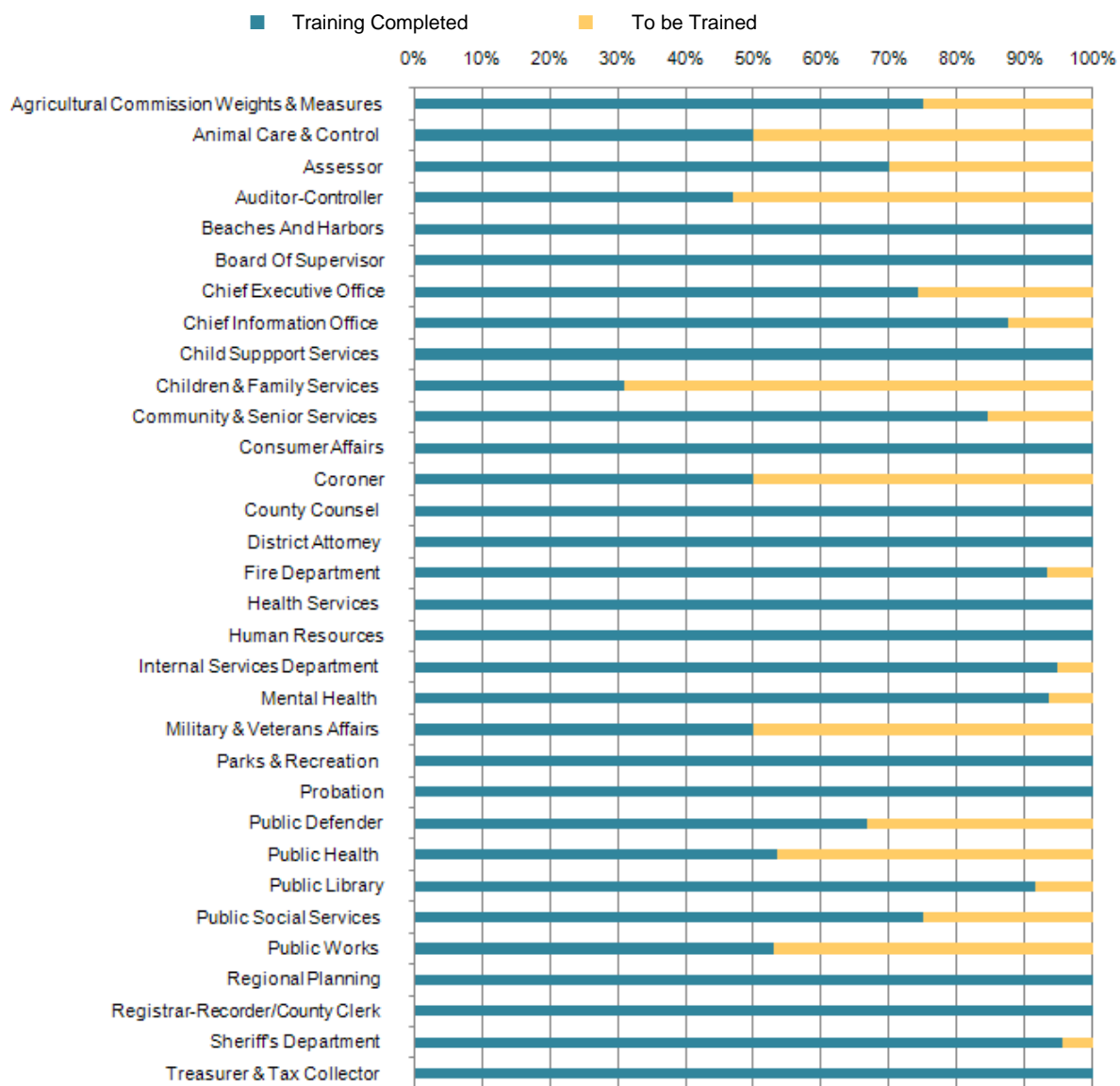
### Training Progress

COUNTYWIDE

**68%**

completed

DEPARTMENT





# Training

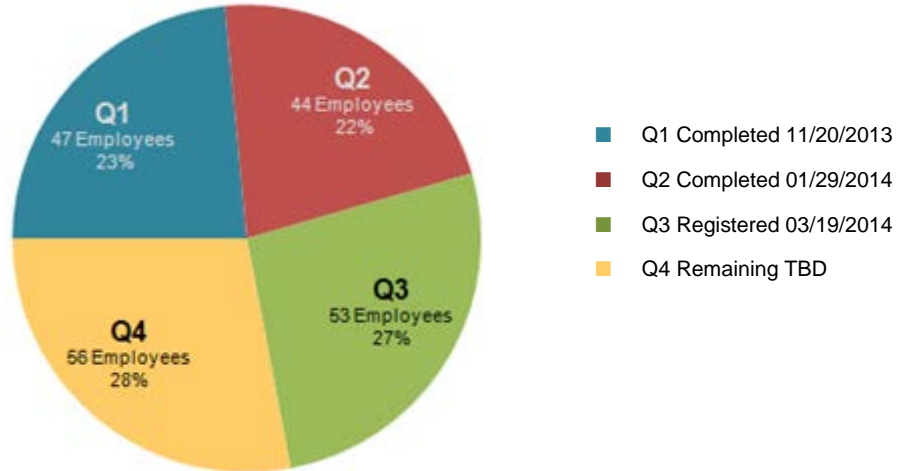
## RFSQ TRAINING

### Training Progress

FY 13-14 GOAL

**200**

employees



### Improvement after Training

COUNTYWIDE

**45%**

improvement

DEPARTMENT

